

CONNECTICUT COMMISSION ON CULTURE & TOURISM

Historic Preservation Enhancement Grants Certified Local Government Program

2008

Historic Preservation and Museum Division
59 South Prospect Street
Hartford, CT 06106

(860) 566-3005

www.cultureandtourism.org

TABLE OF CONTENTS

Program Highlights.....	3
Who May Apply.....	4
Grant Award Selection Criteria.....	5
How To Apply.....	6
Application Materials.....	6
Grant Application – Cover Sheet.....	8
Attachment 4: Signatory Authorizing Resolution.....	9
Attachment 5 Employer Report of Compliance Staffing Form.....	10
Attachment 6: Notification to Bidders Form.....	11
Attachment 7: Affirmative Action & ADA Forms.....	12
Attachment 8: Grant Application Gift Affidavit.....	14
Attachment 9: Federal Assurances.....	15
Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion.....	16

Connecticut Commission on Culture & Tourism
HISTORIC PRESERVATION ENHANCEMENT GRANTS
CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION FUND – NATIONAL PARK SERVICE
 Fiscal Year 2008

First Priority Application Deadline: June 15, 2007

Applications accepted as long as funds are available.

**PROGRAM
HIGHLIGHTS**

The Historic Preservation Enhancement Grants (HPEG) may be used by municipalities that are approved by the National Park Service as Certified Local Governments. Grants may be used to support activities sponsored by municipal historic district commissions that enhance the historic district commissions administrative capabilities, strengthen local preservation programs and produce public education materials and activities.

The Commission will award grants of up to **\$2,800**. **Grant awards do not have to be matched. Grants will be awarded on a monthly basis for activities that take place between September 1, 2007 and August 30, 2008.** A proposed program or project budget may exceed the grant request; however, additional sources of funding must be identified in the application budget. HPEG grants will be available on an annual basis thus allowing certified local governments and historic district commissions to develop multi-year work plans. However, municipalities may have only one HPEG grant at a time.

The following are examples of initiatives, projects or programs that would qualify for funding. This is intended as guidance to assist in the development of an appropriate application.

- A historic district commission could produce a brochure that describes the history of the designated district or property, its architectural significance, a map and photographs as well as the contact information for the historic district commission. Adequate copies should be produced to allow each property owner to receive one as well as town offices and the general public;
- A historic district commission could work with the municipality to put the Certificate of Appropriateness application and completion instructions on the town website making it easier for property owners to access the materials;
- A municipality could hire a historian, architectural historian, or archaeologist to prepare a study report for a new historic district or historic property proposed for designation;
- Municipalities could prepare an updated inventory of all locally-designated properties including new photographs, a complete list of addresses, current condition and current property owners;
- A municipality could prepare a pre-selection application for an individual property or a historic district eligible for listing on the National Register of Historic Places or have an archaeological site researched for designation as an archaeological preserve;
- A municipality could partner with another town group to produce an exhibit, website virtual tour, brochure or poster that would highlight historic preservation. Collaborating organizations could include historical societies, art museums, park conservancies, arts groups, municipal historians,

chambers of commerce, or historic preservation trusts. Activities could highlight Historic Preservation Month (May), Connecticut Freedom Trail Month (September) or Archaeology Awareness Month (October);

- A historic district commission and a historical society or local museum could collaborate on a lecture series for property owners on historic preservation topics such as rehabilitating historic homes, wood windows, paint issues, or the design of appropriate new additions; and
- A municipality could sponsor a historic preservation awards program that would award property owners with awards during May, Historic Preservation Month. An award ceremony could take place in the Mayor or First Selectmen's Office.

Grant Program manager: Mary M. Donohue, Acting Certified Local Government Coordinator, HPMD, Commission on Culture & Tourism
860-566-3005 ext. 323 or email mary.donohue@ct.gov

WHO MAY APPLY

HPEG

Eligible applicants are strictly limited to municipalities that have been formally designated as Certified Local Governments (CLG) by the National Park Service of the U.S. Department of the Interior. Municipalities that are interested in the Certified Local Government program should contact Mary M. Donohue.

Connecticut Certified Local Governments: Bridgeport, Brookfield, Canton, Chaplin, Colchester, Colebrook, East Hartford, Fairfield, Glastonbury, Groton, Guilford, Hamden, Harwinton (pending), Hebron, Killingly, Ledyard, New Fairfield, New Haven, New London, New Milford, Norwich, Old Lyme, Orange, Roxbury, Salisbury, Simsbury, Southbury, Tolland, Vernon, Waterford, Westport, Windsor, Woodbury, and Woodstock.

Ineligible activities include: fundraising; scholarships; regranting; lobbying activities; hospitality expenses; capital expenses; software acquisition; restoration or rehabilitation, equipment purchase, travel, municipal employee staff time or mandated expenses such as legal notices.

Municipalities applying for other CCT grant programs such as Historic Preservation Grants or Historic Restoration Fund grants may also apply for funding from the HPEG program.

If you have any questions regarding your eligibility for a Historic Preservation Enhancement Grant program, contact Mary Dunne, Local Government Grants Coordinator, Connecticut Commission on Culture & Tourism, at telephone (860) 566-3005 Ex. 326 or Mary.Dunne@ct.gov for more information.

GRANT AWARD SELECTION CRITERIA

HPEG GRANTS

The Commission is using a simplified application and review process for the Historic Preservation Enhancement Grants. Applications will be reviewed by the staff of the Historic Preservation and Museum Division and presented to the Historic Preservation Council for review before final award by the full board of the Connecticut Commission on Culture & Tourism. **All Certified Local Governments are strongly encouraged to apply.** The following criteria are the basis for the review of HPEG applications:

1. QUALITY OF PROGRAM:

Ability of program to have a positive impact on local historic preservation.

2. PROGRAM IMPACT:

Evidence that the proposed program will do one or more of the following:

- Encourage new awareness of historic preservation at the local level;
- Expand the scope of current public education outreach;
- Strengthen the historic district commissions administrative or regulatory capacity;
- Produce written or website materials for homeowners and/or town officials;
- Generate fresh ideas for programming that brings historic preservation to new audiences;
- Allow the historic district commission to develop multi-year work programs.

3. ABILITY TO CARRY OUT THE PROGRAM:

- Thoroughness and appropriateness of program budget;
- Feasibility of the program's success, based on thorough planning reflected in narrative.

DEADLINE

For first priority consideration for funding, applications must be received by June 15, 2007.

Applications submitted after June 15, 2007, will be considered for funding monthly as long as federal funds are available.

Faxed or Electronic Applications will not be accepted.

APPLICATION MATERIALS

Your application must include an application cover sheet, narrative, budget and attachments. **Please note that applications missing any of the listed materials will be considered incomplete and will not be reviewed.** Program must be compatible with the Commission on Culture & Tourism's Strategic Plan and the Historic Preservation and Museum Division's State Plan on Historic Preservation.

1. Application Cover Sheet

Complete one application cover sheet for your program. The form must be signed and dated, with an original signature.

2. Application Narrative

Answer questions A-C in narrative form in no more than two (2) single-spaced typed pages (one side only). Margins should be no less than ¾ inch on all four sides, with font size no smaller than 11 point. Your project budget is not included in the two-page total.

- A. Describe your historic district commission's current activities.
- B. Describe the project for which you seek funding. Specify how requested funds will be used. Provide an estimated project timeline.
- C. Describe the benefits of your program to the historic district commission and municipality.

3. Budget

Outline the budget for the proposed program. Municipal employee staff time is not eligible.

4. Attachments

FINAL REPORTS

Historic Preservation Enhancement Grants are awarded on a reimbursement basis. Funded municipalities are required to submit a Final Report and a Request for Reimbursement within 60 days of completion of the project or no later than September 30, 2008. Failure to submit a final report will void eligibility for future funding from CCT. **Samples of any finished work with the Commission's acknowledgement statement and logo must be submitted. If possible, submit photographs.**

ASSEMBLY

Submit **two (2) photocopies, and one (1) original.**

Applications should be assembled in the following order:

- ☐ 1. Application Cover sheet – *signed at the bottom*

- ☐ 2. Application Narrative – *no more than 2 pages*
- ☐ 3. Project Budget Form – *one page*

Required Attachments

- ☐ 4. Authorizing Letter – *one letterhead, original signature*
- ☐ 5. State of Connecticut Employer Report of Compliance Staffing Form
- ☐ 6. State of Connecticut Notification to Bidders form
- ☐ 7. Affirmative Action and Americans with Disabilities Compliance Form
- ☐ 8. State Gift Affidavit Form
- ☐ 9. Federal Assurances
- ☐ 10. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions

**FOR FIRST PRIORITY FUNDING CONSIDERATION, APPLICATIONS MUST BE
RECEIVED AT THE COMMISSION BY June 15, 2007**

Faxed or electronic applications will not be accepted.

Send applications to:
Mary Dunne, Local Government Grants Coordinator
 Connecticut Commission on Culture & Tourism
 59 South Prospect Street
 Hartford, CT 06106

CONNECTICUT COMMISSION ON CULTURE & TOURISM HISTORIC PRESERVATION ENHANCEMENT GRANTS: APPLICATION COVER SHEET

APPLICANT INFORMATION

Federal Employer ID Number _____

Municipality Name _____

Street Address or Location _____

Mailing Address (if different) _____

City/State/Zip _____

Daytime Telephone _____	Fax Number _____	Web Address _____
Chief Elected Official _____	Phone or Extension _____	Email Address _____
Application Contact Person _____	Phone or Extension _____	Email Address _____
Historic District Commission _____		

PROJECT INFORMATION

Is this a new initiative? ☐ Yes ☐ No

Is this the expansion of a current project/program? ☐ Yes ☐ No

LEGISLATIVE INFORMATION

U.S. Representative _____	District Number _____
State Senator _____	District Number _____
State Representative _____	District Number _____

PROJECT SUMMARY

Use one sentence to describe your project/program in the space allotted here:

GRANT REQUEST

Up to \$2,800.00

START DATE/END DATE (NO LATER THAN 9/30/08)

Start Date: _____

End Date: _____

SIGNATURE

Signature of Authorized Official _____	Title _____	Date _____
<p>Signatory Authorizing Resolution (Historic Preservation Enhancement Grants (CLG))</p>		

**REQUIRED
ATTACHMENTS**

ATTACHMENT 4

I, _____, the duly qualified and acting Clerk of the
_____ of _____, Connecticut, do hereby certify that
(Town/city)

The following resolution was adopted at a _____ meeting of the
(regular/special)
_____, held on _____, and is on file
(town/city governing body) (date)
and of record, and that said resolution has not been altered, amended or revoked and is in full
force and effect.

RESOLVED:

That the _____ is authorized and
(First Selectman, Mayor, City Manager, Town Manager, Executive Director)
directed to file an application on forms prescribed by the Connecticut Commission on Culture
and Tourism for financial assistance in accordance with the provisions of C.G.S. Sec. 10-392
and C.G.S. Sec. 10-411 of the Connecticut General Assembly, in an amount not to exceed
\$_____, and upon approval said request to enter into and execute a Grant Contract
and Preservation Restriction with the state for such financial assistance to this municipality or
non-profit organization for _____.
(grant project)

(Signature of clerk)

(date)

ATTACHMENT 5**REQUIRED
ATTACHMENTS**
(continued)

STATE OF CONNECTICUT

EMPLOYER OF COMPLIANCE STAFF

LABOR DEPARTMENT

Department _____

☐ Approved☐ Pending Investigation☐ Disapproved☐ Investigation Requested_____
Compliance Officer

Date _____

This form should reflect the number of permanent employees on your payroll on date of submission.

Name of Contracting Firm

Type of Report

☐ Prime Contractor☐ Subcontractor**EMPLOYEE INFORMATION**

Total Employed	White	African American	Spanish Surname	Other (specify)
_____	_____	_____	_____	_____

Does your firm have a collective bargaining agreement or other contract or understanding with a labor organization or employment agency for the recruitment of labor? ☐ Yes ☐ No

If yes, list the name and address of the agency or organization.

Name_____
Address (No. and Street, City, State)

If no, indicate the usual methods of recruitment.

☐ Connecticut State Employment Service☐ Private Employment Agency☐ Newspaper Advertisement☐ Walk-In☐ Other (specify) _____

The signer certifies that its practices and policies, including but not limited to matters concerning personnel, training, apprenticeship, membership, grievance and representation, and upgrading, do not discriminate on grounds of race, color, religious creed, age, sex, or national origin, or ancestry of any individual, and that the signer agrees it will affirmatively cooperate in the implementation of the policy and provisions of Executive order Number Three, and consent and agreement is made that recruitment, employment and the terms and conditions of employment under the contract shall be in accordance with the purpose and provisions of Executive Order Number Three.

Is firm in minority ownership? (51% of assets in control of minorities) ☐ Yes☐ No

I certify that the above is correct to the best of my knowledge.

Employer_____
Business Name_____
Date

By _____

Signature_____
Title

ATTACHMENT 6

NOTIFICATION TO BIDDERS FORM

**REQUIRED
ATTACHMENTS**
(continued)

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes; and, when the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a-1 et seq. of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans (2) Hispanic Americans (3) Women (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians” The above definitions apply to the contract compliance requirements by virtue of Section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3(10) of the Contract Compliance Regulations.

***INSTRUCTION:** Bidder must sign acknowledgement below, detach along dotted line and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

Signature

Title

On behalf of _____

ATTACHMENT 7**AFFIRMATIVE ACTION & AMERICANS WITH DISABILITIES COMPLIANCE FORM****REQUIRED
ATTACHMENTS**
(continued)

The Commission has adopted a policy stating that no application for state funds through the Connecticut Commission on Culture & Tourism by any organization shall be complete nor will funds be voted without the submission of affirmative action and ADA information approved by the applicant/organization's governing body.

Your organization should not discriminate on the basis of disability in admission to, access to or operation of its programs, services, or activities and should not discriminate on the basis of disability in its hiring or employment practices as provided by Title II of the Americans with Disabilities Act of 1990.

AFFIRMATIVE ACTION STATEMENT

- I. Name of Organization: _____
Address: _____
- II. Please list the date (or dates) when your organization's Board of Directors approved an Affirmative Action Plan or Statement of Policy and an American's for Disabilities Act (ADA) Compliance or plan. Statements of Compliance may be requested as needed by the Commission on Culture & Tourism, the State Attorney General's Office or the State Commission on Human Rights and Opportunities Office.
Dates: Affirmative Action _____ ADA: _____
- III. Annual statistical report of employees and board as of last year of fiscal activity.
Indicate year: _____

TOTAL MALE							
EMPLOYEES	White	Black	Hispanic	American Indian	Asian or Pacific Islander	General*	Disabled
Full-time Employees							
Part-time Employees							
Contracted Employees							
TOTAL EMPLOYEES							
Board of Directors							

TOTAL FEMALE							
EMPLOYEES	White	Black	Hispanic	American Indian	Asian or Pacific Islander	General*	Disabled
Full-time Employees							
Part-time Employees							
Contracted Employees							
TOTAL EMPLOYEES							
Board of Directors							

* if none of the above apply

IV. Please list new employees hired during the past 12 months.

Title Minority, Disabled or Non-Minority (specify) Date of Employment

V. Please list new appointments that have been made to the Board during the past 12 months:

Position Minority, Disabled or Non-Minority (specify) Date of Appointment

VI. COMPLIANCE AGREEMENT

The applicant/organization agrees to comply with all governmental regulations concerning Affirmative Action compliance and Title II of the Americans with Disabilities Act of 1990. The Connecticut Commission on Culture & Tourism is available to assist any organization with information on compliance and requirements as mandated by Congress.

Authorized Organization Official

Title

Name of Organization

Date

ATTACHMENT 8

**REQUIRED
ATTACHMENTS**
(continued)

Grant Application Gift Affidavit

I, _____, hereby swear that during the two-year period preceding the submission of this grant application that neither myself nor any principals or key personnel of the submitting grantee nor any agent of the submitting grantee gave a gift, as defined in Conn. Gen. Stat. Section 1-79(e), including a life event gift as defined in Conn. Gen. Stat. Section 1-79(e)(12), to (1) any public official(s) or state employee(s) who has participated in the preparation of or has requested funding for this grant application or (2) to any state employee(s) who has supervisory or appointing authority over the state agency administering this grant, except the gifts listed below:

Name of Benefactor	Name of Recipient	Gift Description	Value	Date of Gift
--------------------	-------------------	------------------	-------	--------------

Further, neither I nor any principals or key personnel of the submitting grantee know of any action to circumvent this gift affidavit.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature

Date

Title

Name of Grantee

Sworn and subscribed before me on this _____ day of _____, 200__.

Commissioner of the Superior Court
Notary Public

ATTACHMENT 9

**REQUIRED
ATTACHEMENTS**

(continued)

FEDERAL ASSURANCES

In consideration of and for the purpose of obtaining a grant from the U.S. Department of the Interior through the Connecticut Commission on Culture and Tourism, _____ (hereinafter called "Applicant Recipient") hereby agrees that it will comply with the following:

1. Grants shall be administered in conformance with all applicable federal and state laws, regulations, policies, requirements, and guidances, including OMB Circular A-102; policies and procedures of the Historic Preservation Fund grant-in-aid program; and civil rights, equal employment opportunity, and labor law requirements of federal grants;
2. Procurement actions shall be conducted in a manner that provides for maximum open and free competition in compliance with program requirements, including OMB Circular A-102;
3. Adequate financial resources shall be available to provide the necessary experience, qualified staff, and facilities to complete the proposed project, or a firm commitment or arrangement to obtain such shall be made;
4. All costs charged to the grant project shall be in payment of an approved budget item in accordance with the cost principles of Federal Management Circular 74-4;
5. An adequate financial management system (and audit procedures when deemed applicable) shall be maintained which provides efficient and effective accountability and control of all property, funds, and assets;
6. Matching share shall not consist of funds from the federal government under another assistance agreement unless authorized;
7. The proposed or required completion schedule for the project shall be met.

The Applicant-Recipient recognizes and agrees that such federal assistance shall be extended in reliance on the representatives and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

MUNICIPALITY NAME

DATE

BY _____
(Authorized Signature)
Name:
Title:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549. Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division. Office of Acquisition and Property Management, 18th and C. Streets, N.W., Washington, D.C. 20240.

- (1) The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

**REQUIRED
ATTACHMENTS**
(continued)

